

MEMORANDUM FOR: Inspector General

THROUGH : Deputy Director (Support)

SUBJECT : Refund of Retirement due [REDACTED]

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REFERENCE : Memo for Compt fr IG dtd 25 June 58, subj:  
Delay in Refund of Retirement due [REDACTED]

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1. A review of the pertinent records and circumstances relative to the delay in processing subject's request for retirement refund to the Civil Service Commission has been made and the following information is furnished as per your request.

a. Subject terminated from the Agency on 27 December 1957, with the termination action payrolled during the pay period ending 25 January 1958. The normal procedure for posting retirement accounts is from an IBM listing of the payroll activity for each pay period and this listing follows the pay period by approximately 10 days; therefore, subject's retirement account would not have been posted until approximately 5 February 1958.

b. Another factor which contributed to the delay in processing subject's request was that the annual report of retirement contributions for the prior year was in process of being prepared for submission to the Civil Service Commission.

2. Steps have been taken in an effort to prevent any further unnecessary delays in processing such documents.

3. It is regretted that subject's request for refund was delayed and subject was inconvenienced. In an Agency as large as CIA delays will occur now and then despite all procedures and controls established to prevent such delays.

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C/FD: [REDACTED]:prh/22 Jul 58  
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[REDACTED]  
E. R. SAUNDERS  
Comptroller